



# CITY OF KIRKLAND BUILDING PERMIT APPLICATION Permit # \_\_\_\_\_

NEW SINGLE FAMILY/TWO UNIT HOME or NEW DETACHED GARAGE/ACCESSORY DWELLING UNIT

Green Certification Level: \_\_\_\_\_

~PLEASE PRINT~

<b>#1</b>	<b>Site Address:</b>	<b>Project Name:</b>																									
<b>Office use only:</b>	New Construction address: _____ (If address needs to be changed, this will be assigned by the permit technician at the time of submittal)																										
<b>Property Owner</b> _____ Phone _____ Property Owner's Address _____ City, Zip Code _____ <b>Describe Job to be Done</b> _____																											
<b>#2</b>	<b>Contractor's Name</b> _____ Contractor's Reg. # _____ (Company Name) Expiration Date _____ Contractor's Address _____ State UBI # _____ City, Zip Code _____ Phone _____ OR – OWNER IS CONTRACTOR - I have read RCW Chapter 18.27.010 relating to definitions of general contractors and specialty contractors and RCW Chapter 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor. OWNER/AGENT SIGNATURE: _____																										
<b>Electrical Contractor's Name</b> _____ Electrical Contractor's Reg. # _____ (Company Name) Expiration Date _____ Electrical Contractor's Address _____ State UBI # _____ City, Zip Code _____ Phone _____ OR – OWNER IS CONTRACTOR - I have read Chapter 18.27.010 relating to definitions of general contractors and specialty contractors and Chapter 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor. OWNER/AGENT SIGNATURE: _____																											
<b>#3</b>	<b>Contact Person</b> _____ Daytime Phone _____ <input type="checkbox"/> Address _____ Alt. Phone _____ City _____ State _____ ZIP _____ <input type="checkbox"/> Fax # _____ <input type="checkbox"/> E-mail Address _____ <b>Please check the box for your choice of method to receive correction letter and communications</b>																										
<b>#4</b>	<b>MUST COMPLETE:</b> <b>Sewer District</b> _____ <b>Septic:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Water District</b> _____																										
<b>#5</b>	<b>Estimated Project Cost (Fair Market Value)</b> _____ <b>Lender</b> _____ Address _____ Phone _____																										
<b>#6</b>	<b>Property Tax Account Number (Parcel #)</b> _____ <b>Legal Description</b> _____ _____ (Please submit 3 separate 8 1/2 x 11 copies of the legal description with this application if it will not fit in space provided above.)																										
<b>#7</b>	<b>New Single Family Residence - Total Square Footage, including garage and ADU, if attached:</b> _____ <b>Building Sq. Footage: (COMPLETE ALL THAT ARE APPLICABLE)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">1st Floor</td> <td style="width: 10%;"></td> <td style="width: 25%;">Basement</td> <td style="width: 10%;"></td> <td style="width: 30%;"> <input type="checkbox"/> Finished    <input type="checkbox"/> Unfinished         </td> </tr> <tr> <td>2nd Floor</td> <td></td> <td>Garage (attached)</td> <td></td> <td>Number of car spaces? _____</td> </tr> <tr> <td>3rd Floor</td> <td></td> <td>ADU (attached)</td> <td></td> <td>ADU Sq. ft. part of which floor? _____</td> </tr> <tr> <td>Covered Deck/Porch</td> <td></td> <td>Deck</td> <td></td> <td>Cottage home? <input type="checkbox"/> Check box</td> </tr> <tr> <td>Connected Breezeway</td> <td></td> <td>2nd Deck</td> <td></td> <td>Two Unit home? (KZC 113)? <input type="checkbox"/> Check box</td> </tr> </table>		1st Floor		Basement		<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	2nd Floor		Garage (attached)		Number of car spaces? _____	3rd Floor		ADU (attached)		ADU Sq. ft. part of which floor? _____	Covered Deck/Porch		Deck		Cottage home? <input type="checkbox"/> Check box	Connected Breezeway		2nd Deck		Two Unit home? (KZC 113)? <input type="checkbox"/> Check box
1st Floor		Basement		<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished																							
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<b>#8</b>	Automatic fire sprinklers may be required under a number of circumstances. Please refer to fire prevention operating policy #2 for more details. See <a href="http://www.kirklandwa.gov/depart/Fire_and_Building/Prevention_and_Life_Safety/Operating_Policies.htm">http://www.kirklandwa.gov/depart/Fire_and_Building/Prevention_and_Life_Safety/Operating_Policies.htm</a>																										

<b>#9</b>	<b><u>Mechanical Appliances</u></b> (G = Natural Gas, E = Electric, OT = Other)	Fuel Type	Size (BTU/k W)		Fuel Type	Size BTU/k W
	No. _____ AC Unit _____ tons _____ HP				_____ Vent Fans	
	_____ Clothes Dryers				_____ Woodstoves/Fireplaces	
	_____ Furnace				_____ Gas Fireplace insert	
	_____ Gas Piping - _____ feet				_____ Unit Heater/Wall Heater	
	_____ Log Lighters/BBQ's				_____ Ranges	
	_____ Thermostat Wiring _____ LF				_____ Boilers/Compressors	

**#10** **Sewer Service**  
Side Sewer Contractor  
\_\_\_\_\_  
Contractor's Address  
\_\_\_\_\_  
City, Zip \_\_\_\_\_ Phone \_\_\_\_\_

**#11** **Street Use**  
Contractor's Name: \_\_\_\_\_ State UBI # Date \_\_\_\_\_  
Contractor's L&I License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Work to be done: \_\_\_\_\_

**#12** **4 copies of the Site Plan are required with this application.** The Site Plan must show all of the significant trees, and you may be required to provide a certified arborist report. See the 2006 Tree Regulations (attached) for Tree plan I for new single family and duplex construction, or contact the Planning Department (425-587-3225) for further guidance regarding tree retention regulations. If you are building multiple single family or duplexes on a parcel that is zoned Multifamily, you must follow Tree Plan II and use the Multifamily checklist instead of the single family checklist.

**#13** A separate Demolition permit is required for structures being demolished. (SEE DEMOLITION PERMIT APPLICATION)

**#14** By signing this application, I authorize employees/agents of the City of Kirkland to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

**#15** **Water Supply Piping – MUST BE COMPLETED:**  
A. Fixture Units: Total number of Fixtures x Fixture Multiplier = Total Fixture Units  
B. Distance from meter to most remote outlet: \_\_\_\_\_ feet.  
C. Difference in elevation between meter and highest fixture: \_\_\_\_\_ feet above meter or \_\_\_\_\_ feet below meter.  
D. Pressure in street main: \_\_\_\_\_ psi. (Measure with pressure gauge or check with water district.)

## **#16** **Stormwater Drainage Requirements**

All projects creating 500ft<sup>2</sup> new impervious surface area shall meet stormwater requirements in the 2009 King County Surface Water Design Manual and the COK Addendum. Choose the type of drainage review below. More information is located in the PW Pre-Approved Plans, Policies D-2 and D-3, which are available at the PW counter or at: [www.ci.kirkland.wa.us/depart/Public\\_Works/Development/Pre-Approved\\_Plans/Storm\\_Drainage.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Development/Pre-Approved_Plans/Storm_Drainage.htm).

- |  |   |
|--|---|
| <input type="checkbox"/> Small Project Drainage Review Type I  | <input type="checkbox"/> Targeted Project Drainage Review |
| <input type="checkbox"/> Small Project Drainage Review Type II | <input type="checkbox"/> Full Project Drainage Review     |

2012 UPC Table 610.3 - Number of Plumbing Fixtures (including rough-ins)				
Plumbing Fixtures	Accessory Dwelling Unit	Main Residence	Total Fixture # X Multiplier	*Total Fixture Units
Bar Sink			X 1.0 =	
Bathtub or Combination Bath/Shower			X 4.0 =	
Bidet			X 1.0 =	
Clothes washer, Domestic			X 4.0 =	
Dishwasher, Domestic			X 1.5 =	
Hose Bibb, First			X 2.5 =	
Hose Bibb, Each Additional			X 1.0 =	
Kitchen Sink, Domestic			X 1.5 =	
Laundry Sink			X 1.5 =	
Lavatory (Bathroom Sink)			X 1.0 =	
Lawn Sprinkler, Each Head			X 1.0 =	
Shower (Stand Alone)- List Each Head			X 2.0 =	
Water Closet, (Toilet)			X 2.5 =	
Other:			X ____ =	
Traps (Other than above items)			<b>TOTAL</b>	
Water Heater			<b>FIXTURE UNITS:</b>	
<b>COLUMN TOTALS:</b>			<b>TOTAL FIXTURE COUNT USING TABLE C 4.1 _____</b>	

**NOTE: Number and type of plumbing fixtures must be entered in table above (A total fixture count is needed to determine what size the water meter needs to be.) If you are building a new single family residence with an attached ADU, complete both columns. If you are building a detached ADU, you need to apply for that on a separate new single family application.**

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**OFFICE USE ONLY** (Permit tech will fill in this section)

Minimum meter size: \_\_\_\_\_ Inches    Minimum Building Supply: \_\_\_\_\_ Inches    PRV. Needed? YES \_\_\_\_\_ NO \_\_\_\_\_

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and, further, that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Kirkland as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kirkland, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

**OWNER/AGENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

City of Kirkland 123 5<sup>th</sup> Avenue Kirkland, WA 98033 425-587-3600

City Website: [www.kirklandwa.gov](http://www.kirklandwa.gov) | Permit Information: [www.kirklandpermits.net](http://www.kirklandpermits.net)

- NOTE:**
- A New Single Family Residence and a Detached Garage and/or ADU can be submitted on the same set of plans.
  - A separate Application is required for the ADU.
  - Permit Applications requiring plan review are accepted Mon-Tues-Thurs-Friday 8:00-4:00, Wednesday 10:30-4:00



**CITY OF KIRKLAND  
UNIFORM PLUMBING CODE – WATER SUPPLY FIXTURE UNITS**

**ALTERNATE PLUMBING SYSTEMS using 2012 UPC TABLE C 4.1**

(You have the option of using the Alternate Plumbing system Table C 4.1 to figure the fixture units by grouping fixtures into Kitchen units, Bathroom units, and Laundry units )

**Individual Dwelling Units**

**Based on Bathroom Groups having 1.6 GPF  
Gravity-Tank Water Closets**

Half-Bath or Powder Room (Use this if no other bathroom groups)

\*1 Bathroom Group

\*1 ½ Bathrooms

\*2 Bathrooms

\*2 ½ Bathrooms

\*3 Bathrooms

\*\*Each additional ½ Bath

\*\*Each additional Bathroom Group

Kitchen Group (Sink and Dishwasher)

Laundry Group (Sink and Clothes Washer)

**Additional units not on Table C 4.1**

Bidet

Bar sink

Hose Bib, First

Hose Bib, Each Additional

Additional Units not listed, use preceding Table 610.3 to figure fixture count (Including lawn sprinkler heads)

*\*See lawn sprinkler exception below*

Main Residence Groups		*ADU Groups - If applicable		Total Fixture Units
_____	+	_____	x	3.5 _____
_____	+	_____	x	5.0 _____
_____	+	_____	x	6.0 _____
_____	+	_____	x	7.0 _____
_____	+	_____	x	8.0 _____
_____	+	_____	x	9.0 _____
_____	+	_____	x	0.5 _____
_____	+	_____	x	1.0 _____
_____	+	_____	x	2.0 _____
_____	+	_____	x	5.0 _____
_____	+	_____	x	1.0 _____
_____	+	_____	x	1.0 _____
_____	+	_____	x	2.5 _____
_____	+	_____	x	1.0 _____
_____	+	_____	x	_____
<b>Total Fixture Units</b>				_____

**Notes:**

1. A bathroom group, for the purpose of this table, consists of one water closet, up to two lavatories, and either one bathtub or one shower.
2. A half-bath or powder room, for the purposes of this table, consists of one water closet and one lavatory.
3. See Appendix C for scope and application of alternate plumbing systems.

**Declaration for Lawn Sprinkler exception from fixture count:**

I declare that the lawn sprinklers will be on a timer that will operate the sprinklers during periods of low demand only.

\_\_\_\_\_  
Signed by Owner or Agent

\_\_\_\_\_  
Date



## RODENT ABATEMENT DECLARATION

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I, \_\_\_\_\_, have read and hereby certify  
That I will comply with Sections 21.41.302 (e) through 21.41.302 (e) (2) of the Kirkland Municipal Code at  
The following project location:

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Signature (Required Owner or Contractor)

\_\_\_\_\_  
Date

### **Chapter 21.41 – Kirkland Property Maintenance Code** **Section 21.41.302 (e) – Rodent Control**

[21.41.101 \(c\)](#) Chapter intent.

[21.41.302 \(e\)](#) Duty to keep buildings and premises free of rodents—Right of entry for inspection.

[21.41.302 \(e\) \(1\)](#) Duty to eradicate rodent infestation.

[21.41.302 \(e\) \(2\)](#) Rat baiting.

[21.41.106](#) Code Enforcement.

21.41.101 (c) Chapter intent.

This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein. (Ord. 4282 § 1 (Att. A) (part), 2011)

21.41.302 (e) Duty to keep buildings and premises free of rodents—Right of entry for inspection.

The owner or occupant of real property shall keep all buildings and premises free from rats, mice and other rodents, to the extent reasonably possible, as determined by the building official. A property owner or occupant shall take all necessary measures to ensure that rats, mice or other rodents do not come into contact with food, food products, goods or merchandise. Subject to applicable constitutional and statutory constraints on entry, the building official or his appointed representative shall be permitted access to property or buildings for the purpose of ascertaining the presence of rats, mice and other rodents. (Ord. 4282 § 1 (Att. A) (part), 2011)

#### 21.41.302 (e) (1) Duty to eradicate rodent infestation.

If rat, mice or other rodent infestation occurs, a property owner or occupant shall take all necessary measures to eradicate the infestation and prevent future infestation. In addition, the owner or occupant of the property shall perform all eradication measures as reasonably required by the building official. The provisions of this section shall not apply to wetlands, unimproved parks, greenbelts or other unimproved property if the property owner or occupant has not committed any acts or omissions that increase the likelihood of rat, mice or other rodent infestation. (Ord. 4282 § 1 (Att. A) (part), 2011)

#### 21.41.302 (e) (2) Rat baiting.

All applicants for a demolition or a land surface modification permit and those persons undertaking a land clearing project shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official. The rat baiting program shall be approved by a qualified pest control agent and be consistent with the Seattle-King County Health Department guidelines and recommendations for rat baiting. The use of any pesticides shall fully comply with WAC 162-28-1380. The building official shall not issue or deliver any demolition or land surface modification permit, nor shall any land clearing begin, until the applicant has filed with the city a copy of the rat baiting program and a declaration, under penalty of perjury, that the requirements of this section have been complied with. The rat baiting program may be terminated at any time, due to the lack of rat activity, upon a written recommendation of the pest control agent or upon approval of the building official, however, the program must be reinstated upon discovery of additional rat activity by the pest control agent or the building official and all work may be required to be stopped until the additional rat activity has been abated as determined in writing by the pest control or upon approval of the building official. At the discretion of the building official, a project unlikely to disturb a nesting place of rats may be exempted from the requirements of this section. (Ord. 4282 § 1 (Att. A) (part), 2011)

#### 21.41.106 Code Enforcement.

Enforcement of any violation of this code shall be conducted in accordance with procedures set forth in Chapter [1.12](#). (Ord. 4282 § 1 (Att. A) (part), 2011)



## CITY OF KIRKLAND

### Development Services

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## City of Kirkland Survey Policy

Because many construction projects in the City of Kirkland are constructed to the minimum setbacks and maximum heights, accurate survey information is needed for City Staff to review plans and conduct inspections. Property Line (Boundary) and Topographic Survey documents shall be stamped and signed by a Washington State Licensed Surveyor. A copy of an existing survey document may be used if it is legible and includes a signed surveyor's stamp and the original survey markers are still in place.

**Property Line (Boundary) Surveys** – A property line survey is required for building permits for all new structures and additions to an existing structure. The survey is required to be submitted with the permit application.

*Exception: A Property Line Survey is not required for residential deck additions or alterations. A Property Line Survey is also not required with Building Permits for single-family additions or new single-family accessory buildings if **all** of the following conditions are met:*

- A. The structure is at least two feet away from all assumed building setback lines; and*
- B. The assumed property line is marked by a fence or other similar feature; and*
- C. There are no known property line disputes regarding the specific property line.*

**Topographic Surveys** - A Topographic Survey with two foot contour intervals is required for building permits for all new structures and additions to existing structures. The survey is required to be submitted with the permit application.

*Exception: A Topographic Survey is not required with a Building Permit for a new single-family residence, single-family addition, single-family accessory building, or commercial or multi-family additions less than 1,000 square feet if **one** of the following conditions is met;*

- A. The lot is essentially level – there is no grade change greater than two feet between property corners; or*
- B. The building footprint (excluding uncovered decks) is changing less than 25%, the height of the addition does not exceed the height of the existing roof line, and the addition is not being made on a part of the property that is topographically lower than the existing building; or*
- C. The proposed building is designed to be two or more feet less than the maximum building height allowed for the property.*

**Building Height Field Verification** – The owner or owner's agent must provide height verification as required below for all new buildings and additions to an existing building.

- A. A completed, signed, and dated height verification form must be submitted to the building inspector at either the underfloor inspection or the slab insulation inspection.
- B. A height survey, by a licensed surveyor, must be submitted to the building inspector at the time of the roof sheathing inspection for structures that will be within one foot of the maximum allowed height.

**Building Height Field Verification** - Building Height Field Verification is required for any building that is designed within one foot of the maximum building height allowed for the property. The Field Verification shall comply with the following:

- A. The verification will be required at the time of the first floor underfloor inspection, and
- B. The verification will be conducted by a Licensed Surveyor\*\*; or
- C. The verification will be conducted by the contractor using their own survey equipment in the presence of the building inspector if the contractor can demonstrate that the height is correct based on the measurement from the approved benchmark.

**Note:** When a contractor is verifying the height with their own survey equipment, the contractor shall have the equipment set up at least 30 minutes prior to the arrival of the Building Inspector. If the equipment is not set up, the contractor will need to reschedule the inspection for the following day.

\*\*If the building is designed within one inch of the height limit, then a Licensed Surveyor shall verify the height.

## BUILDING HEIGHT TABLE

(Applicant Must Complete)

MAXIMUM HEIGHT OF STRUCTURE ALLOWED see KZC 5.10.357 and applicable Use Zone Chart	BENCHMARK LOCATION AND DESCRIPTION (be specific)	BENCHMARK ELEVATION	FINISHED FIRST FLOOR ELEVATION	HEIGHT DIFFERENCE BETWEEN BENCHMARK AND FINISHED FIRST FLOOR ELEVATIONS	AVERAGE BUILDING ELEVATION (ABE) see KZC 115.59	ELEVATION OF HIGHEST POINT OF ANY ELEMENT OR FEATURE see KZC 115.60 for exceptions

*Staff Use Only:*

*Building Height Field Verification is required: Yes or No (circle one)*

*If yes,*

*Building Height Field Verification by Licensed Surveyor (if within 1" of height limit): Yes or No (circle one)*

3-24-08



**APPLICATION CHECKLIST FOR NEW SINGLE-FAMILY/TWO UNIT HOME BUILDING PERMIT  
( NEW CONSTRUCTION) OR ACCESSORY SINGLE FAMILY STRUCTURE**



**This application packet is to be used for the construction of a detached single-family Residence or two unit Home, or an accessory structure.** Permits expire one year from date of issuance unless you submit a Construction Schedule prior to permit issuance. Permit applications expire one year after the date of application or 90 days of inactivity. If this occurs, a new application must be submitted.

## ☐ **STEP 1: PRELIMINARY REVIEW**

The Building, Planning and Public Works Departments can inform you of requirements for demolishing and building a new residence. Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the Planning Department. Building Code information may be obtained from the Building Department. Water, sewer and right-of-way information can be obtained from the Public Works Department.

**NOTE: If you are building a new single family residence and a detached ADU/garage, you need to apply for each structure on a separate new single family application, with separate estimated project costs. You can combine both structures on one set of plans.**

**NOTE: If you are proposing to develop multiple single family or duplex dwelling units on one piece of property, you must use the Single Family/Two Unit application form to apply for each dwelling unit, but you must also use the Multifamily checklist to supply the additional requirements that Planning and Public Works will require for this type of development.**

**NOTE: If you are proposing to build a “Green” residence, please indicate the program and level of certification you plan to achieve at the top of the New Single Family residence application.**

### Telephone Numbers:

Kirkland Building Department: (425)587-3600

Kirkland Fire Department

(425) 587-3650

Kirkland Planning Department: (425) 587-3225

Kirkland Public Works Department:

(425) 587-3800

☐ **STEP 2: APPLICATIONS** Application forms may be obtained from the Building Department or on Kirklandpermits.net. All information must be provided before the application can be accepted.

### **A. BUILDING PERMIT APPLICATION**

- ☐ **1. Plan Review** fee and Technology surcharge are due at time of submittal of a completed permit application. The intake fee is 65% of the building permit fee.
- ☐ **2. Permit Application Form:** You must submit the completed building permit application giving the following information:

**Box 1: SITE ADDRESS AND PROJECT PLAT NAME (if known), and Owner's name, address, and telephone number; description of work,** and who the property is owned by (i.e. partnership/corporation/ single/married). New construction address will be assigned by the permit technician at time of submittal, if applicable.

**Box 2: CONTRACTOR'S NAME,** address, telephone number, registration number (not the master license number), expiration date, and Unified Business I.D. # (UBI #) is required prior to issuance of permit.

**ELECTRICAL CONTRACTOR'S NAME,** address, telephone number, registration number (not the master license number) expiration date, and Unified Business I.D. # (UBI #) is required prior to issuance of permit.

**NOTE:** if specialty contractors are hired to do plumbing, mechanical, security electrical, T-Stat electrical work, complete page 2 of this application.

**Box 3: CONTACT PERSON,** address, daytime telephone number(s), and **e-mail address** (emails speed up the time it takes to receive comments and correction letters from your plans examiners).

**Box 4: SEWER AND WATER DISTRICT** - Indicate providing service to this parcel (to determine who will provide sewer service, call the City of Kirkland (425) 587-3800 or Northshore Utility District (425) 398 4400.) If sewer service is not available, indicate that a septic tank will be used. Approval from the King County Health Department is required for septic residences. *Separate approval is required for other utility district.*

**Box 5:** 1) **ESTIMATED PROJECT COST** is required at time of submittal.

2) **LENDER/BONDING INFORMATION** is required prior to issuance of permit.

**Box 6: PROPERTY TAX ACCOUNT NUMBER** (found on property tax statement) and

**3 COPIES OF THE LEGAL DESCRIPTION on 8 ½ X 11 PAPER-** if it is too long to fit on the form. (found on title report or deed or call King County Assessor's office and provide address: 206-296-7300).

**NOTE: IF THIS IS A NEW SHORT PLAT**, you must provide the original property tax number, new tax number, new legal description, and recording number (unless it is the first house on the short plat). If there is an existing home on the property that you are going to demolish, you may submit an application for a new home using the original property tax number without the recording number. You may include the demolition to remove existing buildings on your new single family application. A separate demolition permit is required for each parcel, and can be included on each NSFR application, or can be applied for separately. If a demolition is applied for separately, the demolition permit must be finalized prior to issuance of the NSFR permit.

**Box 7: PROPOSED SQUARE FOOTAGE BY FLOOR** (outside dimensions) and total square footage including attached garage and porches.

**Box 8: Automatic fire sprinklers** may be required under a number of circumstances. Please refer to fire prevention operating policy #2 for more details.

**Box 9: MECHANICAL APPLIANCES** - Provide number of mechanical appliances to be installed or roughed in.

**Box 10: SEWER SERVICE** - If you will be provided sewer service by the City, provide side sewer contractor's information and your signature (owner or agent). To determine if Kirkland will provide sewer service, call (425) 587-3800.

**Box 11: STREET USE** - If you will be doing any work in the right-of-way to provide fire service or water main extension, sewer service, or alterations to the right-of-way adjacent to your property (including sidewalks or driveway) provide contractor's information, including name, license number, expiration date; and work to be done within the public right-of-way. Call (425) 587-3800 if you have questions.

**Box 12: SIGNIFICANT TREES** – 4 copies of the Site Plan are required showing the location, type and diameter of all the significant trees, which ones are proposed to be removed, and tree fencing and protection notes for trees to be retained. You may be required to provide a certified arborist report. See the 2006 Tree Regulations Tree Plan I for details, or contact the Planning Department 425-587-3225 for further guidance.

**Box 13: SEPARATE DEMOLITION PERMIT REQUIRED (See demolition permit application)**

**Box 14: By signing the application, you are authorizing** the employees/agents of the City of Kirkland to enter onto the property to make any examination of the property which is necessary to process this application.

**Box 15: WATER SUPPLY PIPING** - Complete items B, C, D. Complete the fixture chart shown following item D (required). You may also use the Alternate Plumbing System worksheet if you prefer to use the Table L-1 grouping system. This information will be used in determining the minimum water meter and building supply line size in accordance with Uniform Plumbing Code Section 610.

**Box 16: STORMWATER DRAINAGE REQUIREMENTS** – To determine the appropriate storm water for your site see in the PW Pre-Approved Plans, Policies D-2 and D-3, which are available at the PW counter or at: [www.ci.kirkland.wa.us/depart/Public\\_Works/Development/Pre-Approved\\_Plans/Storm\\_Drainage.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Development/Pre-Approved_Plans/Storm_Drainage.htm).

☐ **B. PLANS – 3 SETS WITH SITE PLAN ATTACHED WITH a 4th copy of the Site Plan for Arborist review:**

**NOTE: Architects/Engineers wet-signed registration stamp must appear on plans and calculations if prepared by such professionals.**

**NOTE: Construction of right-of-way improvements along the frontage of the property are required for all new single family residences, and all single family additions with a value greater than \$200,000** (value of addition is determined using published Building Valuation Data available at the Building or Public Works Departments. The right-of-way improvements plan must be designed by a licensed civil engineer. These improvements include sidewalks, curbs and gutters, underground storm drainage, planter strip and street trees, and alley paving, among other items. For more information about this requirement, contact the Public Works Department at 425-587-3800.

☐ 1. **4 COPIES OF THE SITE PLAN:** An overall site plan (30-inch x 42-inch maximum size paper at a scale of 10 feet equals 1 inch) showing the proposed structure in plan view indicating (see site plan example):

- ☐ a) **The property owner's name**, the Assessor's parcel number and the site address. Also refer to attached new construction checklist.
- ☐ b) **Map Scale and North Arrow**
- ☐ c) **All property lines, easements (utilities, access, etc.), and site dimensions** including bearings and distances. Make a clear distinction between proposed and existing features. Show the distances between buildings and from buildings to all property lines.
- ☐ d) **All streets and alleys, with street names.** Note the nearest cross street. Show all existing and/or proposed driveways including surface materials.
- ☐ e) **Front, side, and rear setbacks** measured from the property lines or vehicular access easements.
- ☐ f) **Location, dimensions and square footage** of all existing and proposed buildings. Make a clear distinction between any existing building and the proposed new construction. Show roof overhangs of existing and proposed buildings. Show any buildings to be demolished.
- ☐ g) **The use of each building** (garage, residence, ADU, shop, etc.).
- ☐ h) **The height of:** fences, decks, retaining walls, rockeries and other similar elements. Retaining walls or rockeries may require a separate building permit.
- ☐ i) **Show existing utilities**, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.
- ☐ j) **Existing topography at two-foot contour intervals** in relation to a benchmark within the adjacent public right-of-way. Also show said benchmark, which can be a sewer manhole cover or other fixed point approved by the Planning Department. Indicate finished grade. Indicate slopes greater than 15% and the location of any fill areas.
- ☐ k) **Lot coverage and supporting calculations** (area of impervious surfaces) – including all buildings, walkways and driveway. Provide separate subtotals for buildings, driveways/parking areas and walkways/patios.
- ☐ l) **Floor Area Ratios (FAR) (not applicable in Houghton).** Provide calculations by structure (garage, house, shed, etc) and area in square feet by floor (basement, 1st floor, 2nd floor, attic) of existing and proposed structures. FAR calculations must include:
  - 1) Attic area with five feet or more headroom, and
  - 2) Any floor area where the top of the supporting members of the ceiling is six feet or more above finished grade, and
  - 3) Attached garages
  - 4) Accessory structures within 20 feet of the main structure, and
  - 5) Floor area with a ceiling height greater than 16 feet shall be calculated as follows:
    - a) The first 100 square feet of such floor area, in aggregate, shall be calculated only once toward allowable FAR; and
    - b) Floor area in excess of the first 100 square feet shall be calculated at twice the actual floor area toward allowable FAR.

**NOTE:** Decks, porches and walkways (covered or uncovered) are excluded from FAR calculations.

- ☐ m) **Tree Retention Plan – Major.** (See handout and checklist). If the property does not have significant trees, please indicate.

**NOTE: Applicant should check with the Department of Planning and Community Development to determine what tree retention requirements have been established for the subject property.** All designated trees to be retained must be prominently marked and fenced, and the tree fencing inspection completed and signed off in the City's permit-tracking system prior to issuance of the building permit. Call 425-587-3225 to schedule this inspection, provide the Permit Application number and construction address, and allow 2 days time for this inspection to be completed and signed off.

- ☐ n) **Creeks, streams, ponds, lakes, or wetlands on or within 100 feet of the subject property.** **NOTE:** If the Building or Planning official determines that the building site is in an environmentally sensitive area,

additional information will be required (e.g., soils report (two copies), environmental checklist, hold harmless agreement, special inspection).

- ☐ o) An Erosion and Sedimentation Control (ESC) Plan is required, showing method and location of proposed ESC. You can obtain an example ESC plan from the Public Works Department.
- ☐ p) **Existing improvements within the right-of-way** showing:
  - 1) Sidewalk
  - 2) Curb or curb and gutter
  - 3) Storm drain pipe
  - 4) Catch basin
  - 5) Overhead and underground utility lines and power poles
- ☐ q) **Proposed or existing gas, water, electrical, septic, or sewer and storm drainage** locations and where they will connect to the public system in the right-of-way.
- ☐ r) **Existing ground elevations** at midpoint of wall segments and average building elevation calculations (see Calculating Average Building Elevation attachment).

☐ of 2. **VICINITY PLAN** A copy of an assessor's map, plat map, or a sketch showing a radius of 300 feet on all sides the project site indicating the following:

- ☐ a) Lot location
- ☐ b) Location of nearest: catch basin, storm drainpipe, ditch curb or curb and gutter, sidewalk
- ☐ c) Pavement width of right-of-way
- ☐ d) Distance from pavement in right-of-way to property line

☐ 3. **OTHER PLANS DRAWINGS OF THE RESIDENCE** (24 inch x 36 inch maximum size paper at 1/4 inch or 1/8 inch scale) showing:

- ☐ a) **Floor Plan:** Floor plan of each floor and basement indicating:
  - ☐ 1) Location of all wall and partitions, door sizes, and window sizes
  - ☐ 2) Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances, and wood stoves
  - ☐ 3) Direction, size, and spacing of all floor and ceiling framing members
- ☐ b) **Elevation Plans:** Elevations of all sides of the building indicating: a) where the average building elevation strikes the residence, b) finished grade, c) existing grade, d) elevation of highest point of roof, e) finished elevation of the main floor. (See Calculating Average Building Elevation attachment.)
- ☐ c) **Cross-Section Plans:** One cross section through exterior wall showing all details of construction from footing to highest point of roof (see typical cross section example). Submit a cross section of attic area utilizing trusses.
- ☐ d) **Foundation Plans:** Foundation plans indicating a) underfloor ventilation, b) access in framing, c) full dimensions of footings and walls, d) foundation steel (number and size of reinforcement);
- ☐ e) **Truss Layout Diagram:** Truss Layout diagram indicating a) the location of trusses and b) manufacturer being used;
- ☐ f) **Details:** Details indicating a) stairways, b) guardrails around balconies, etc., c) cantilevered beams, floor, or ceiling joists; submit calculations for cantilever situations.

☐ C. **2 SETS OF ENGINEERING CALCULATIONS** - If the structure does not meet the conventional light frame construction provisions contained in The International Residential Code Section R301, then the structure must have a lateral-force-resisting designed by a Washington State Registered Structural Engineer. 2 sets of Engineering calculations must be submitted and all necessary design details must be incorporated into the plans. The Engineered plans and/or calculations must be wet-signed by the Engineer.

☐ D. **YOU MUST ALSO SUBMIT THE FOLLOWING:**

- ☐ **2 COPIES: WASHINGTON STATE ENERGY CODE**, Chapter 51-11 WAC.  
Forms at: [http://www.energy.wsu.edu/documents/code/wsec2006/prescriptivezone1\\_2009.xls](http://www.energy.wsu.edu/documents/code/wsec2006/prescriptivezone1_2009.xls)  
Methods of conformance:
  - ☐ (1) **Prescriptive**

☐ (2) **Component Performances**

- ☐ **2 COPIES (if required): GEOTECHNICAL REPORT**, also called a Soils report. If the Building or Planning official determines that the building site is in an environmentally sensitive area, additional information will be required (e.g., soils report, environmental checklist, hold harmless agreement, special inspection).
- ☐ **2 HARD COPIES AND AN ELECTRONIC COPY (if required): Stormwater Drainage Report/TIR.**

A hard copy and an electronic copy (pdf) of the Drainage Report/TIR are required for projects meeting the requirements for Small Project Type II, Targeted, and Full Drainage Reviews. Use the appropriate drainage report template depending on the project size and scope; the templates are available at the PW counter or in the FAQ section at: [http://www.ci.kirkland.wa.us/depart/Public\\_Works/Storm\\_Surface\\_Water/Stormwater\\_Update.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Storm_Surface_Water/Stormwater_Update.htm)

- ☐ **2 COPIES (required at submittal for a permit): \*NEW\* Stormwater Low Impact Development Feasibility Evaluation Worksheet.**

This worksheet is required for all projects meeting the requirements for Small Project Type II, Targeted, and Full Drainage Reviews. The worksheet will help define the drainage design parameters for the project. The form is in Policy L-1 of the PW Pre-Approved Plans, and is available in the permit application packet, at the PW counter, or at:

[http://www.ci.kirkland.wa.us/depart/Public\\_Works/Development/Pre-Approved\\_Plans/LID\\_Storm\\_Facilities.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Development/Pre-Approved_Plans/LID_Storm_Facilities.htm)

Note: The applicant must evaluate the site drainage, complete the Feasibility Worksheet, and present it with the building plans at intake, or the plans will not be accepted.

- ☐ E. **IF WATER OR SEWER SERVICE IS PROVIDED BY A DISTRICT OTHER THAN CITY OF KIRKLAND**, contact the Public Works Department at (425) 587-3800 for utility availability forms that must be approved by the serving utility. If septic service is proposed, contact King County Health Department at (206) 296-4932

☐ **STEP 3: INSPECTIONS**

- A. **Code Compliance:** All construction shall be in accordance with the following codes as adopted and amended by the State of Washington and the City of Kirkland:

2009 – Washington Cities Electrical Code  
2009 – International Residential/Building Codes  
2009 – International Mechanical Code  
2009 – Uniform Plumbing Code  
2009 – Washington State Energy Code

- B. **Required Inspections:**

1. **Building, Plumbing, Mechanical, and Electrical inspections**, please call the IVR Inspection line at (866) 458-7354 by 3:00 p.m. the day before date of inspection.

**For information on recycling construction, demolition and landclearing (CDL) debris**, please see <http://www.metrokc.gov/dnrp/swd/facilities/cdl-stations.asp>



## City of Kirkland

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Fire/Building Department • 123 Fifth Avenue • Kirkland, WA 98033 • 425-587-3600

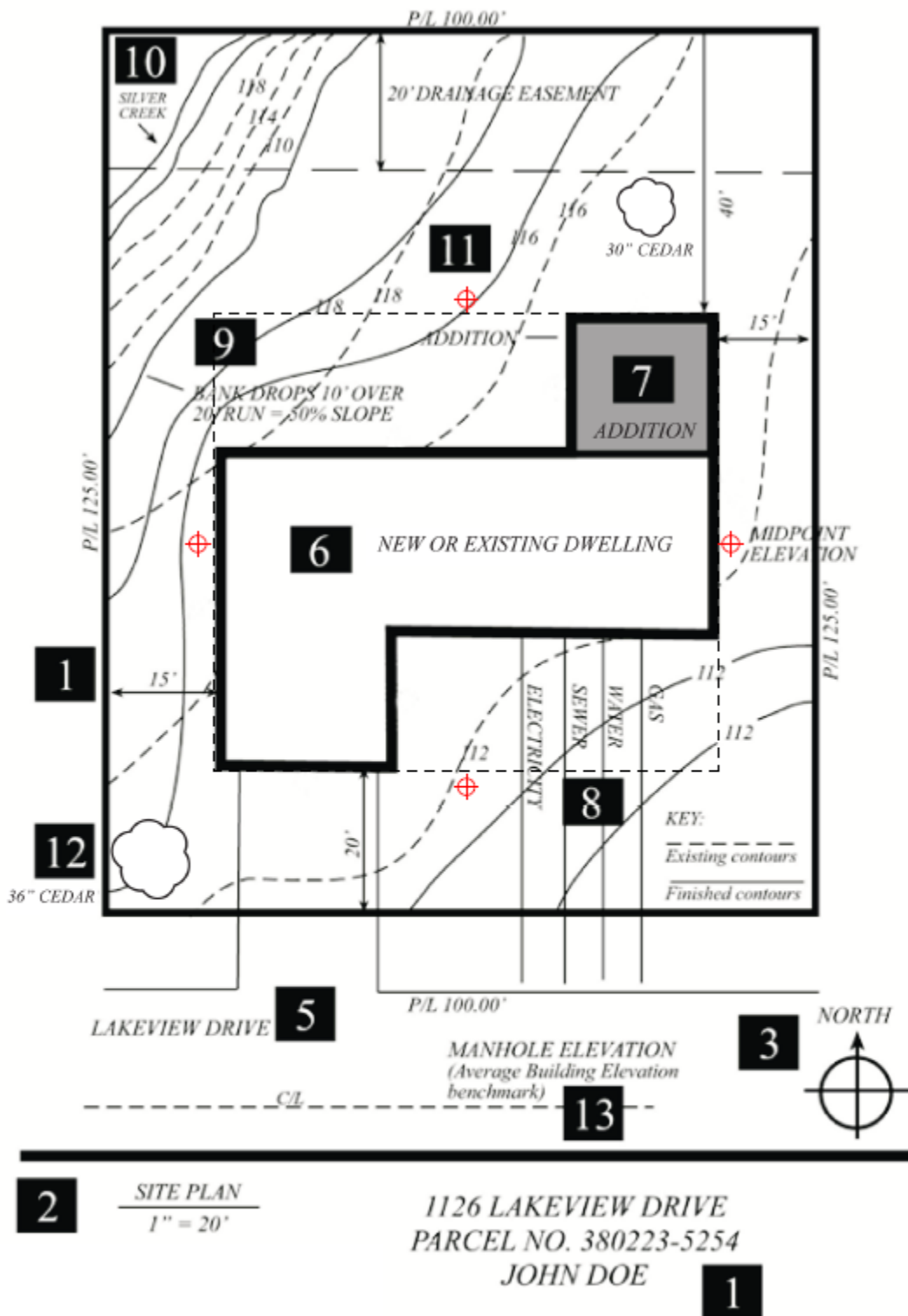
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### Single Family Site Plan General Requirements

Many different permits **require** a site plan (sometimes called a “plot” plan), which is a detailed and accurate map of the subject property. A complete and accurate site plan, drawn to scale, is important to avoid delays in the review and approval of your project. A complete site plan will include all the site features and information (depending on your site, of course) listed below. **On the next sheet** is a typical site plan.

1	The <b>property owner's name</b> , the assessor's <b>parcel number</b> and the site's <b>address</b> .
2	The map <b>scale</b> . A scale of 1"=20' is typical, but others, 1/8"=1'0" for example, are also acceptable.
3	A <b>North arrow</b> indicating the direction North.
4	All <b>property lines</b> , all <b>easements</b> (utilities, access, etc.), and site <b>dimensions</b> . Show the <b>distances</b> between buildings, and from buildings to all property lines.
5	All <b>streets</b> and <b>alleys</b> , with <b>street names</b> . Show all existing and/or proposed <b>driveways</b> (include surface materials).
6	The <b>location and dimensions</b> of all <b>existing</b> and <b>proposed</b> buildings. Identify each building by its use (garage, residence, etc.). Include <b>decks</b> , <b>retaining walls</b> and <b>rockeries</b> , and the like.
7	Clear <b>distinction</b> between any <b>existing</b> building and <b>proposed new building</b> .
8	Locations of <b>sewer</b> , <b>water</b> , <b>electricity</b> , and <b>gas</b> lines, and any <b>underground storage tanks</b> .

9	Any <b>steep slopes</b> (15% or greater) and/or <b>fill</b> areas.
10	All <b>surface water</b> (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
11	Accurate <b>existing</b> and <b>finished topography</b> of site shown with <b>2-foot contour</b> intervals.
12	<b>Must meet the Tree Retention Plan standards</b> . See Planning Department for required Tree Retention Plan handout.
13	<b>Relevant Average Building Elevation</b> information, including midpoint and benchmark elevations.
Note	<b>Lot coverage</b> and supporting calculations. Can be on a separate sheet.
Note	<b>FAR (Floor Area Ratio)</b> and supporting Calculations. Can be on a separate sheet.
Note	<b>Show structures to be demolished</b> . Describe structures to be demolished; i.e. detached garage, shed, single family house.
Note	<b>Erosion and Sedimentation Control (ESC) plan</b> which includes both a site plan and a narrative report. Requirements of small site ESC Plans are located in Appendix D of the 2009 King County Surface Water Design Manual, and are available at the PW Counter or at: <a href="http://www.kingcounty.gov/environment/waterandland/stormwater/documents/surface-water-design-manual.aspx">http://www.kingcounty.gov/environment/waterandland/stormwater/documents/surface-water-design-manual.aspx</a>



### SAMPLE SITE PLAN

- **Lot coverage** and supporting calculations. Can be on a separate sheet.
- **FAR (Floor Area Ratio)** and supporting Calculations. Can be on a separate sheet.
- **Erosion and Sedimentation Control plan** required on site per example ESC plan (attached).
- **Show structures to be demolished.** Describe structures to be demolished.





## TREE RETENTION PLAN – MAJOR

Tree retention plan requirements for single-family, or two attached, detached or stacked dwelling units, and related demolition and land surface modification applications are identified within this form. These requirements are applicable when new development, redevelopment, or development in which the total square footage of the proposed improvements is more than 50 percent of the total square footage of the existing improvements on the subject property.<sup>(1)</sup>

These requirements are located in Section [95.30](#) of the Kirkland Zoning Code (KZC) and are summarized below. Note that additional tree and vegetation requirements apply to properties located in the Holmes Point Overlay Zone ([KZC Chapter 70](#)).

### DEVELOPMENT ACTIVITY CHART

REQUIRED COMPONENTS
<b>TREE INVENTORY AS DESCRIBED IN SECTION I. OF THE PERMIT SUBMITTAL CHECKLIST FOR:</b>
<input type="checkbox"/> All significant trees on the subject property
<b>SITE PLAN AS DESCRIBED IN SECTION II. OF THE PERMIT SUBMITTAL CHECKLIST TO INCLUDE:</b>
<input type="checkbox"/> Surveyed tree locations if required by the Planning Official
<b>REQUIREMENTS IN SECTION III. OF THE PERMIT SUBMITTAL CHECKLIST SHALL BE PREPARED BY A QUALIFIED PROFESSIONAL AND APPLY TO:</b>
<input type="checkbox"/> Significant trees within required yards or within 10 feet of any side property line
<b>TREE RETENTION STANDARDS</b>
<input type="checkbox"/> Retain and protect trees with a high retention value to the maximum extent possible <sup>(2)</sup>
<input type="checkbox"/> Retain and protect trees with a moderate retention value if feasible
<input type="checkbox"/> Preservation and maintenance agreements pursuant to KZC <a href="#">95.51</a> are required for all remaining trees on the subject property
<b>TREE DENSITY</b>
<input type="checkbox"/> Tree density requirements shall apply as required in KZC <a href="#">95.33</a>

- (1) For lots created through a short subdivision, subdivision, or planned unit development with an approved Tree Retention Plan, the applicant must comply with the Tree Retention Plan approved with the short subdivision, subdivision, or planned unit development unless subsection (6)(a) of this section, Phased Review, applies.
- (2) To retain trees with a high retention value, the applicant shall pursue, where feasible, applicable variations in the development standards of this code as outlined in KZC [95.32](#).

### Helpful definitions to complete the tree plans described below:

- Significant Tree:** A tree that is at least 6 inches in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
- Qualified Professional:** An individual with relevant education and training in arboriculture or urban forestry, having two or more of the following credentials: 1) International Society of Arboriculture (ISA) Certified Arborist; 2) Tree Risk Assessor Certification (TRACE) as established by the Pacific Northwest Chapter of ISA (or equivalent); 3) American Society of Consulting Arborists (ASCA) registered Consulting Arborist; 4) Society of American Foresters (SAF) Certified Forester for Forest Management Plans; and for tree retention associated with a development permit a minimum of three years' experience working directly with the protection of trees during construction and have experience with the likelihood of tree survival after construction. A qualified professional must also be able to prescribe appropriate measures for the preservation of trees during land development.
- Limits of Disturbance:** The boundary between the protected area around a tree and the allowable site disturbance as determined by a qualified professional measured in feet from the trunk.

### PERMIT SUBMITTAL CHECKLIST



Permit Submittal Requirements for Single Family, Two-Unit attached, detached or stacked dwelling units, and related Demolition and Land Surface Modification Permits *When identified in the Development Activity Chart, the following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.*

**I. A tree inventory containing the following:**

- ☐ A numbering system of all existing significant trees on the subject property (with corresponding tags on trees); the inventory must also include significant trees on adjacent property with driplines extending over the subject property line;
- ☐ Limits of disturbance (LOD) of all existing significant trees (including approximate LOD of off-site trees with overhanging driplines);
- ☐ Size (DBH);
- ☐ Proposed tree status (trees to be removed or retained);
- ☐ Brief general health or condition rating of these trees (i.e.: poor, fair, good, excellent, etc.);
- ☐ Tree type or species.

**II. A site plan depicting the following:**

- ☐ Location of all proposed improvements, including building footprint, access, utilities, applicable setbacks, buffers, and required landscaped areas clearly identified. If a short plat or subdivision is being proposed and the location of all proposed improvements cannot be established, a phased tree retention plan review is required as described in subsection (6)(a) of this section;
- ☐ Accurate location of significant trees on the subject property (surveyed locations may be required). The site plan must also include the approximate trunk location and critical root zone of significant trees that are on adjacent property with driplines extending over the subject property line;
- ☐ Trees labeled corresponding to the tree inventory numbering system;
- ☐ Location of tree protection measures;
- ☐ Indicate limits of disturbance drawn to scale around all trees potentially impacted by site disturbances resulting from grading, demolition, or construction activities (including approximate LOD of off-site trees with overhanging driplines);
- ☐ Proposed tree status (trees to be removed or retained) noted by an 'X' or by ghosting out;
- ☐ Proposed locations of any supplemental trees and any required trees in order to meet tree density or minimum number of trees as outlined in KZC [95.33](#). Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density: **(Lot size in square feet/43,560) X 30 = Required minimum tree density**

**NOTE: Tree density calculations do not apply to public trees.**

If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens.

**III. An arborist report containing the following:**

- ☐ A complete description of each tree's health, condition, and viability;
- ☐ A description of the method(s) used to determine the limits of disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- ☐ Any special instructions specifically outlining any work proposed within the limits of the disturbance protection area (i.e., hand-digging, tunneling, root pruning, any grade changes, clearing, monitoring, and aftercare);
- ☐ For trees not viable for retention, a description of the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or unsuitability of species, etc., and for which no reasonable alternative action is possible must be given (pruning, cabling, etc.);
- ☐ Describe the impact of necessary tree removal to the remaining trees, including those in a grove or on adjacent properties;
- ☐ For development applications, a discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the tree protection standards as outlined in KZC [95.34](#); and
- ☐ The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications pursuant to KZC [95.50](#) and [95.51](#).

## CALCULATING AVERAGE BUILDING ELEVATION

### NOTE

**INCOMPLETE AVERAGE BUILDING ELEVATION INFORMATION COULD SUBSTANTIALLY DELAY THE PROCESSING OF YOUR APPLICATION**

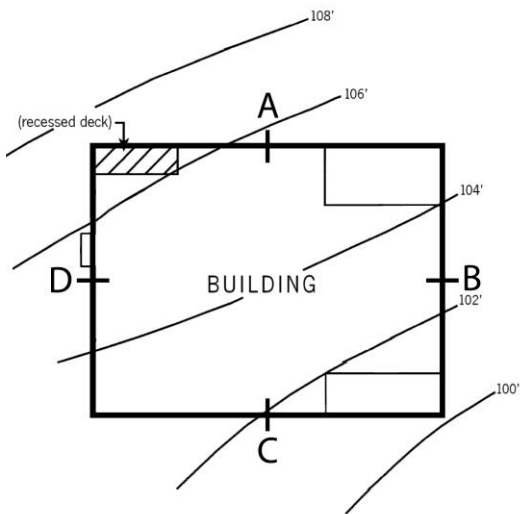
No part of a structure may exceed the maximum height above "Average Building Elevation" specified in the applicable use zone section of the Zoning Code except for minor elements of a structure as specified in Zoning Code Section 5.10.045 **defines Average Building Elevation as:**

“The weighted average elevation of the topography, prior to any development activity, either at the center of all exterior walls of a building or structure, either (Option 1) under the footprint of a building as measured by delineating the smallest rectangle which can enclose the building footprint and then averaging the elevations taken at the midpoint of each side of the rectangle or (Option 2) a second, more complicated, option for calculating Average Building Elevation is available. Contact the Planning Department at 425-587-3225 for details. When a building or structure contains townhouses or other attached but otherwise independent building units the average building elevation is calculated separately for each unit.”

### AVERAGE BUILDING ELEVATION FORMULA

#### Option 1

$$\frac{(\text{Midpoint Elevations}) \times (\text{Length of Wall Segments})}{(\text{Total Length of Wall Segments})}$$



#### Calculating Average Building Elevation

$$\frac{(A \times a) + (B \times b) + (C \times c) + (D \times d)}{a + b + c + d} = \text{Average Building Elevation (ABE)}$$

Where A, B, C, D... = Existing Ground Elevation at Midpoint of Rectangle Segment\*  
And a, b, c, d... = Length of Rectangle Segment

Midpoint Elevation	Rectangle Segment Length
A = 105.6	a = 47'
B = 102.5	b = 40'
C = 101.9	c = 47'
D = 105.2	d = 40'

Site Plan  
Not to scale

#### CALCULATION EXAMPLE:

$$\frac{(105.6)(47) + (102.5)(40) + (101.9)(47) + (105.2)(40)}{47 + 40 + 47 + 40} = \frac{18,060.5}{174} = 103.80 \text{ ABE}$$

\*Rectangle shall not include those items allowed to extend into required yards through KZC 115.115(3)(d).

**BEFORE SUBMITTING YOUR CONSTRUCTION DRAWINGS, CHECK TO SEE THAT YOU HAVE PROVIDED THE INFORMATION BELOW. CALL THE PLANNING DEPARTMENT TO FIND THE MAXIMUM HEIGHT ABOVE ABE FOR YOUR ZONING DISTRICT.**

- ☐ The site plan and the elevation drawings must be drawn to scale, for example 1"=20'.
- ☐ Clearly show existing topography on your site plan. Topography should be shown in 2' (min.) increments.
- ☐ Submit (with the site plan) your average building elevation calculations using the formula provided on the front side of this page.
- ☐ Indicate on an elevation drawing where the average building elevation strikes the building and show the proposed ridge elevation (see below for example).
- ☐ Indicate on the **site plan** the elevation of the finished floor or garage slab.
- ☐ Indicate the **elevation** and **location** of a **fixed point (benchmark)** within the ADJACENT RIGHT-OF-WAY or other point approved by the Planning Department. The benchmark elevation and location **must** be provided and cannot be a part of the proposed structure. Note: Benchmark must be established, verified and remain during construction so height can be verified when completed.
- ☐ Include portions of the structure that are covered by roof in the ABE calculation even if they do not have walls. Cantilevered portions enclosing interior space must be included in the ABE calculation.
- ☐ Sections of the structure that are below the existing grade and do not have a wall that extends above the existing grade, are not used in the ABE calculation. Building wall segments more than 4' in height above finished grade and enclosing interior space are included in the ABE calculation.
- ☐ For additions, you must provide an average building elevation calculation for the entire structure.
- ☐ Vents & chimneys may exceed the maximum height (for detached dwelling units)

## CROSS-SECTION REPRESENTATION OF ABE

